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REPORTS OF COMMITTEES

REPORT OF EXECUTIVE COMMITTEE

The present Executive Committee met for organization following the announcement of the election of officers at the convention at Richmond last May, and elected John M. Diven, secretary, John M. Goodell, editor, and George A. Johnson, chairman of the Finance Committee.

A meeting of the Executive Committee was held at the Hotel Astor, New York City, on December 1, 1917, at which the chairman of the Constitutional Revision Committee reported. All members of the Executive Committee, with the exception of Mr. Rust, were present. The proposed revision of the Constitution was thoroughly discussed, and a final revision was agreed upon for submission to this convention.

At the request of the American Society of Mechanical Engineers, Nicholas S. Hill, Jr., with John N. Chester as alternate, was appointed as a representative to attend the public hearing on the Power Test Codes of that Society held in New York City, December 7, 1917.

The honor roll was brought up for discussion, and it was decided to include in this roll not only the members but also the sons and daughters in service, and to print the honor roll in the JOURNAL, and to display in a conspicuous place at the convention a service flag. Mr. Diven announced that Miss Edgley, his assistant, desired to furnish a service flag for the Association. The Executive Committee accepted the offer with gratitude, and now suggests that a vote of thanks by the convention for this very much appreciated service to the Association would be appropriate.

The following resolution was adopted:

RESOLVED: That the Executive Committee recommends to the Association that the dues of all members entering the service of the Army or Navy of the United States, or its Allies, be remitted during the period of the war.

Mr. Kienle appeared before the Executive Committee to ask for a definition of its policy with regard to the giving of badges to

associate members who are not members of the Manufacturers' Association, and to guests. The Executive Committee informed him that it could not discriminate between associate members who were and who were not members of the Manufacturers' Association, and that the associate members' badge must be given to all associate members on application, regardless of the Manufacturers' Association; that the Manufacturers' Association might if it so wished add to the regular badge of associate members some distinctive mark which would indicate that an associate member was also a member of the Manufacturers' Association; that while the Executive Committee believed it advantageous generally for associate members to become members also of the Manufacturers' Association, it could take no action directed to forcing associate members to become also members of the Manufacturers' Association; that in view of the growth in importance of the convention to the technical press, as indicated by the increased number of its representatives present at the convention, it was of the opinion that it would be desirable for the various publications having representatives in the Association to become associate members; but that the standing of the representatives of the press who were already or who might become active members of the Association would be in no wise affected by this action, and that it was clearly the sense of the Executive Committee that the guest privilege should not be asked for the additional representatives of associate members wishing to attend the convention with commercial ends in view.

ALLAN W. CUDDEBACK,
Chairman.

REPORT OF THE FINANCE COMMITTEE FOR THE
YEAR ENDING MARCH 31, 1918

The Finance Committee present the following report on the financial operations of the Association for the year ending March 31, 1918:

We have audited the books of the secretary and treasurer and found them correct. We have examined and verified all vouchers. Details of the financial operations of the Association, and the various funds and accounts, are fully set forth in the respective reports of the secretary and treasurer, and are in accord with their books. Following is a summarized statement of the past year's accounts:

Summarized statement of accounts for the fiscal year ending March 31, 1918

| | | |
|---|------------|-------------|
| Balance on hand in bank on April 1, 1917..... | \$3,262.36 | |
| Received from the Secretary..... | 10,568.01 | |
| Interest on deposits..... | 118.92 | |
| Interest on investments..... | 335.00 | |
| Total..... | | \$14,284.29 |
| There has been disbursed and paid by the Treasurer on vouchers duly authorized and audited by the Finance Committee for the general operations of the Association..... | \$7,796.59 | |
| There was added to the permanent Investment fund.. | \$5,000.00 | |
| Total..... | | \$12,796.59 |
| Leaving on April 1, 1918 a balance in bank to the credit to the Association of..... | | \$1,487.70 |

PERMANENT INVESTMENT FUND

There are now in the hands of the Treasurer, in accordance with the authority granted the Finance Committee by the Executive Committee, securities constituting the Permanent Investment Fund of the Association, as follows:

| | |
|--|-------------|
| Four \$1000 Dominion of Canada 5% bonds, due April 1, 1931..... | \$4,000.00 |
| Two \$1000 American Foreign Security Company 5% notes due August 1, 1919..... | 2,000.00 |
| Four \$500 United States First Liberty Loan Bonds, 3½%. | 2,000.00 |
| One \$1000 United States Second Liberty Loan Bond, 4%. | 1,000.00 |
| One \$2000 United States Certificate of Indebtedness, 4½% | 2,000.00 |
| Par value of Permanent Investment Fund..... | \$11,000.00 |

On April 1, 1917, there was a balance of \$3,262.36 cash in bank. As against this the former Finance Committee had subscribed to the first issue of Liberty Loan Bonds in the amount of \$2,000. These were taken up and paid for during the past fiscal year as noted above, and other additions, totalling \$3000, were made to the permanent investment fund. At the beginning of the past fiscal year the par value of the permanent investment fund was \$6,000. At present it is \$11,000.

BUDGET ALLOWANCES AND DISBURSEMENTS

The budget allowance voted by the Executive Committee for the past fiscal year amounted to a total of \$11,175.

That the expenditures against no item in the budget for 1917-18 exceeded the allowance is a cause for some gratification. In detail it may be recorded that the convention expenses at Richmond were moderately low. Office expenses for the year were kept well within the allowance. Election expenses were approximately equal to the allowance.

Disbursements for committee expenses amounted to but 32 per cent of the allowance. The expenses of the Executive Committee, amounting to a total of \$380.44, and occasioned by a meeting held in New York on December 1, 1917, were borne by the committee, each member paying his pro rata share.

Disbursements for section expenses were well within the allowance. The salaries of the secretary and editor are fixed by the Executive Committee, and the disbursements and allowances consequently balance.

The allowance for printing the JOURNAL was made somewhat more liberal last year in anticipation of increased postal rates and printing charges. These increases did not materialize, and the expenditures against this item amounted to but 60 per cent of the allowance. Expenditures under the contingencies item were restricted to efforts to increase the membership.

Respecting the budget for the fiscal year 1918-1919, the recommended allowances are made on the assumption that the proposed constitutional amendments will be ratified at the St. Louis meeting.

Recommended budget for the year 1918-1919

| | |
|--|--------------------|
| Convention expenses..... | \$700.00 |
| Office expenses..... | 700.00 |
| Election expenses..... | 200.00 |
| Committee expenses..... | 1,000.00 |
| Section expenses..... | 600.00 |
| Insurance..... | 75.00 |
| Salary of Secretary..... | 1,500.00 |
| Salary of Editor..... | 800.00 |
| Extraordinary expenses of the secretary, treasurer and editor..... | 425.00 |
| Printing and distributing JOURNAL..... | 5,500.00 |
| Total..... | <u>\$11,500.00</u> |

Respecting the suggested budget we have the following comments to make:

The allowance for election expenses has been made somewhat larger than last year in order to meet the added expense anticipated by the new procedure in electing officers, necessitating considerable additional printing and postage.

On the assumption that the constitutional amendments are ratified at the St. Louis meeting, members of the Nominating and Convention Committees are to be reimbursed for travelling expenses. In the suggested budget we have estimated such expenses of the Nominating Committee meeting at \$280, and those of the Convention Committee at \$120. The balance of the allowance for Committee expenses, amounting to \$600, should be sufficient to defray the cost incurred for stenographic services, printing and postage by all other committees, including the Additional Membership Committee and Committee on Superintendents Convention Expenses, if such committees are appointed. We believe an allowance of \$250 ample for the expenses of the former, and \$100 for those of the latter.

In lieu of increasing the salaries of the secretary and editor, it has seemed to us wiser to provide a new item in the budget to take care of extraordinary expenses of these officers who at present pay their own expenses when attending the annual conventions and other committee meetings where their presence is requested. The salaries paid the secretary and editor are not much more than enough to defray the cost of such assistance as they require in the performance of their duties, and it would seem only fair that the Association should make suitable provision for their expenses incurred in attending annual and called meetings, and at times when they are obliged to engage the services of additional stenographic assistance, that they may not be required actually to contribute more than their own time while serving the Association. Accordingly we have introduced an item in the budget under the head of Extraordinary Expenses of the Secretary, Treasurer and Editor to cover these expenses, and hope that our action will be approved.

In the work of our committee during the past year we have carried all accounts on budget depletion sheets, and have found it very helpful to thus have constantly before us a convenient and accurate statement of drafts against and credit balance in each item.

The operations for the past three years have shown an average surplus of nearly \$3,000. A well organized plan of campaign for new members would, we believe, result in positive assurance that this annual surplus will be not only maintained but increased materially.

A better journal, that is, one containing a selection of high grade papers covering a wide variety of subjects, such as can well be obtained through judicious soliciting by the Publication Committee, will increase the revenue from subscriptions and advertisements. These are important items, and it must not be forgotten that a high grade journal will not only hold existing members but serve a material purpose in any campaign for getting new members.

The treasurer is now under bond for \$10,000, as per order of the Executive Committee.

In conclusion we desire to express our appreciation of the hearty coöperation we have received from the secretary and treasurer, and other officials of the Association, and to state our gratification over the harmonious manner in which it has thus been made possible for us to perform our duties.

GEORGE A. JOHNSON, *Chairman.*

J. WALDO SMITH,

FRANK A. BARBOUR.

Finance Committee.

REPORT OF THE PUBLICATION COMMITTEE FOR
THE YEAR ENDING MARCH 31, 1918

The Publication Committee was not organized until late in the year, but since then has been giving much thought to the JOURNAL. As a result of its deliberations, the Committee recommends to its successor a more active endeavor to increase the value of the JOURNAL to our members and to all interested in water supply. This quarterly publication is the sole direct return many of our members receive from their dues, and the Publication Committee should make every practicable effort to have this return as large and useful as the funds at its disposal permit. The present Committee believes that material improvements can be made with very little additional expense, provided the members of the Association will coöperate. This is particularly important because, by a modification of some of our existing methods of conducting our meetings, the usefulness of our papers to our members can be materially increased, sectional meetings can be broadened, and our printed records made more representative of the thought of our entire Association.

The present Committee feels very strongly the importance of this subject, because it is so closely related to the purpose of the

Association to be American in fact as well as in name. In these grim days of lofty purpose and most earnest endeavor, when America is giving her all in a cause for which the only possible result of complete success is freedom for all nations, great and small, from the domination of a military autocracy, we must leave untried no means of improving the service we can render the communities we serve. Without the adequate supply of wholesome water which it is our business, our duty, to furnish, all our industry would falter and the prosecution of the war would suffer. We are soldiers who serve at home, and we must serve the best we can in this way.

The best service is only practicable when those striving to render it have at their disposal the experience and opinions of all similarly engaged. The JOURNAL of the American Water Works Association ought to furnish that information. It is not doing so now to the extent it should, and your Committee believes the material improvement of the JOURNAL is one of the duties of the incoming officers which should receive careful attention.

It is quite commonly said that water works construction and management have become so standardized that nothing new, nothing really helpful in a broad sense, is practicable. Your Committee dissents strongly from such a view. Whether a water department is bubbling with vitality or stagnant with mere routine depends largely on the enthusiasm of those at its head. Standardization is a valuable feature of administrative organization, but standardization for all time, never changing routine, is a sure indication of senility. "Only the minds of fools stand still." What we have to do as an Association is to keep our individual members animated with the knowledge of all the progress in our field, and those who say there is no progress worth mentioning in our field, asperse the thousands of men earnestly striving to serve our communities more efficiently, more economically and more intensively.

Unfortunately a considerable part of the progress of our industry is essentially and necessarily slow. Somebody takes a step forward here, another there, a third yonder, and so on until the knowledge of these little advances becomes generally distributed, and we wake up to the fact that the advance has been substantial. For instance, take the progress in sanitary drinking fountains. A few years ago attention was called to the probability that some of these fountains were sanitary only in name. Tests of them were made in

a few places, but it was not until a committee of our Iowa section started an investigation of the subject that sanitarians and water works superintendents realized to any extent that there are "sanitary" drinking fountains which are a distinct menace to health, comparable as such with the public drinking cup. The report of the special committee on sanitary drinking fountains of the Iowa Section will be printed next month in the JOURNAL, and may be taken as a good example of the kind of work which shows that water works administration is not to be classed with driving the cows to pasture but calls for wide knowledge, good judgment and "pep."

The present Publication Committee is convinced that much more work like that of the committee just mentioned should be done. It therefore requests this convention to authorize the President to appoint from time to time such special committees to report on features of water works practice as the president and Publication Committee deem desirable, these committees to report to the Publication Committee. If the reports are considered by the Publication Committee to be in form for discussing, copies should be sent to the secretary of each section, if received early in the Association's year, so that they may be discussed by each section. If received late in the year they can be presented at the annual convention.

This recommendation is made for two reasons. First, it will enable the Publication Committee to start committee work promptly when it is desirable to place the results of that work before the members as quickly as possible. Second, it will enable the Publication Committee to be of greater service to the Sections by aiding them in securing reports on timely topics for their meetings. It will tend to increase the interest in the Sections, to animate the Association and thus increase its membership. The success of the work will depend on the members of these special committees, but it is believed they will not fail, for the topics will be live issues and not pedantic platitudes, such as have killed so many of our committees in the past.

The present Publication Committee also strongly advises its immediate successor to secure papers from individuals known to have made investigations or had experiences of interest to water works officials. The essential purpose of this Association is to help the American people secure wholesome water at the lowest

cost. This calls for engineering, chemical and bacterial knowledge, skill in construction and administrative ability. There are various associations and publications supplying a record of progress in some parts of this list, but there is no organization and no publication, even our own, that has the firm grip on the water works field of activity which is desirable from the viewpoint of good municipal administration. Our JOURNAL must be strengthened by becoming a record of live things, a record of what we are striving for as well as what we have done, before it will itself become really alive. And the only way for it to become alive is to secure the coöperation of those men whose work is resulting in progress. By this we do not mean merely progress in great problems, but progress in the minor but often very perplexing smaller tasks of the water works official.

By requesting papers from individuals able to make useful contributions to the JOURNAL, and by securing the assistance of committees where it is necessary to make comprehensive investigations of a subject, it will be practicable to serve the members better than by following the old publication policy of printing only papers originating in the annual convention or the meetings of the sections. The last Publication Committee considered these methods of improving the JOURNAL, but hesitated about adopting them on account of the possibility of overstraining the financial budget of the Committee through an excessive amount of material for publication. It was justified in this fear by the needlessly long and detailed character of part of the material submitted for publication. The present Publication Committee does not have the same fear, because it believes that the time has come for materially condensing some of the papers it receives. It is not the quantity but the quality of the information in the JOURNAL that will make it most interesting and most useful. Papers that are interesting locally may have only parts of general interest, and the Publication Committee believes that those parts of local interest can be omitted without material loss. This pruning may cause some members to feel injured, to think that it is not worth while writing papers if they are to be cut up and boiled down. Yet this must be done, not only to make the JOURNAL more widely interesting but also to save the time of members who wish to read everything about real progress in water works affairs but wish to be saved the task of picking the wheat of utility from the chaff of merely local interest.

If we can make the JOURNAL more useful, more authoritative, more comprehensive in scope, more alive, we can secure more members and, with greater membership, wield more influence for those improvements needed to give our people all the good water they need.

GEORGE A. JOHNSON, *Chairman*.

WM. W. BRUSH,

H. W. CUDDEBACK,

JAMES W. ARMSTRONG,

JOHN M. GOODELL, *Editor*.

Publication Committee.